



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

TO: All Directors of State Agencies, Boards, and Commissions and Human
Resource Managers

FROM: *WBT* Kay B. Terry, State Personnel Administrator

SUBJECT: OPM Update Concerning OMNI Date Calculations and Social Security
Number Redaction

DATE: September 27, 2012

OMNI DATE CALCULATIONS:

It has come to the attention of the Office of Personnel Management (OPM) that there are some inconsistencies concerning the calculation of Career Service and Leave Accrual Dates. Therefore, from this point forward, please use the attached OMNI Worksheet for Date Calculations. The instructions for completing the worksheet are included on the sheet itself.

The definitions of each date field are as follows:

ORIGINAL HIRE DATE:

This is the date when an employee FIRST began working for the state. It could be through extra help, a non-participatory agency, a constitutional agency, or even from military call-up for the Arkansas National Guard. Once entered, this date should never change.

LATEST HIRE DATE:

This is the date when an employee has returned to state service after a break of **30 working days** or more. It is **NOT** the day the employee started with a new agency, unless there has been a break in service of **30 working days** or more. This date is the reference point by which all date calculations are performed in regards to returning employees.

CAREER SERVICE DATE:

This is the date used to establish career service recognition payments. This date will be the same as the Original Hire Date unless there has been a break in service of **30 working days** or more. After a break in service, the Latest Hire Date will be used to calculate a new career service date. The employee is given credit for all days worked for the state in a regular position.

LEAVE ACCRUAL DATE:

This is the date determining the amount of leave that an employee will earn each month, based upon completed cumulative years of service with the state. This date will be the same as the Original Hire Date unless there has been a break in service of **30 working days** or more. After a break in service has occurred, the Latest Hire Date will be used to recalculate a Leave Accrual Date based on completed years of service.

SOCIAL SECURITY NUMBER REDACTION:

OPM and the Information Network of Arkansas have removed the "Social Security Number" (SSN) optional field on the on-line state application and have redacted the SSN's from all applicant profiles. Effective immediately, agency human resource personnel should manually redact Social Security Numbers from all requests that are submitted to OPM.

If you have any questions, please feel free to contact me or your personnel analyst.